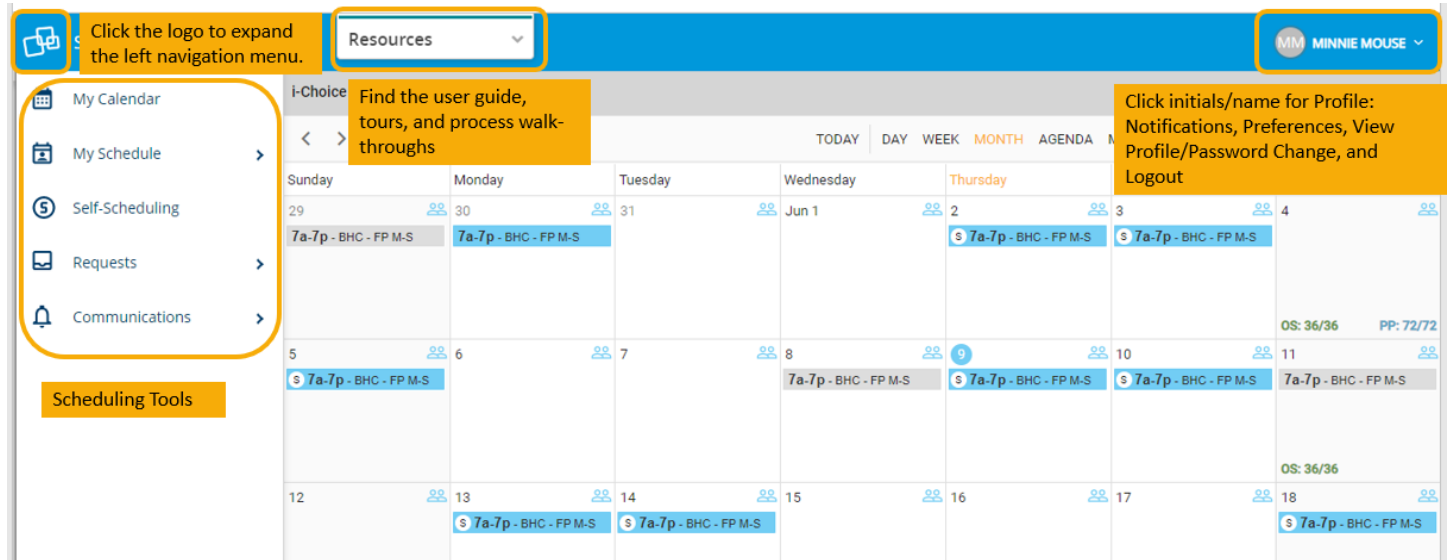


Exciting News! A new menu experience, communications page, and requests page are coming June 29th! No more flipping to Classic Smart Square! Everything is in one place.

NEW MENUS



Click the logo to expand the left navigation menu.

Resources

MINNIE MOUSE

Find the user guide, tours, and process walk-throughs

Click initials/name for Profile: Notifications, Preferences, View Profile/Password Change, and Logout

My Calendar

My Schedule

Self-Scheduling

Requests

Communications

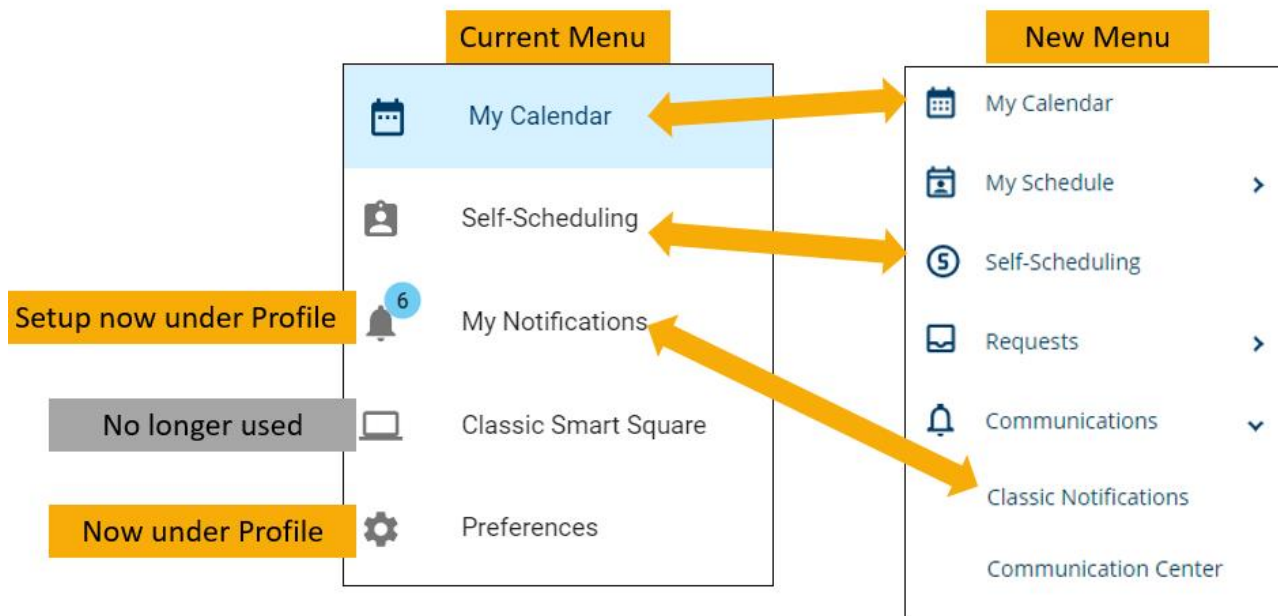
Scheduling Tools

7a-7p - BHC - FP M-S

OS: 36/36 PP: 72/72

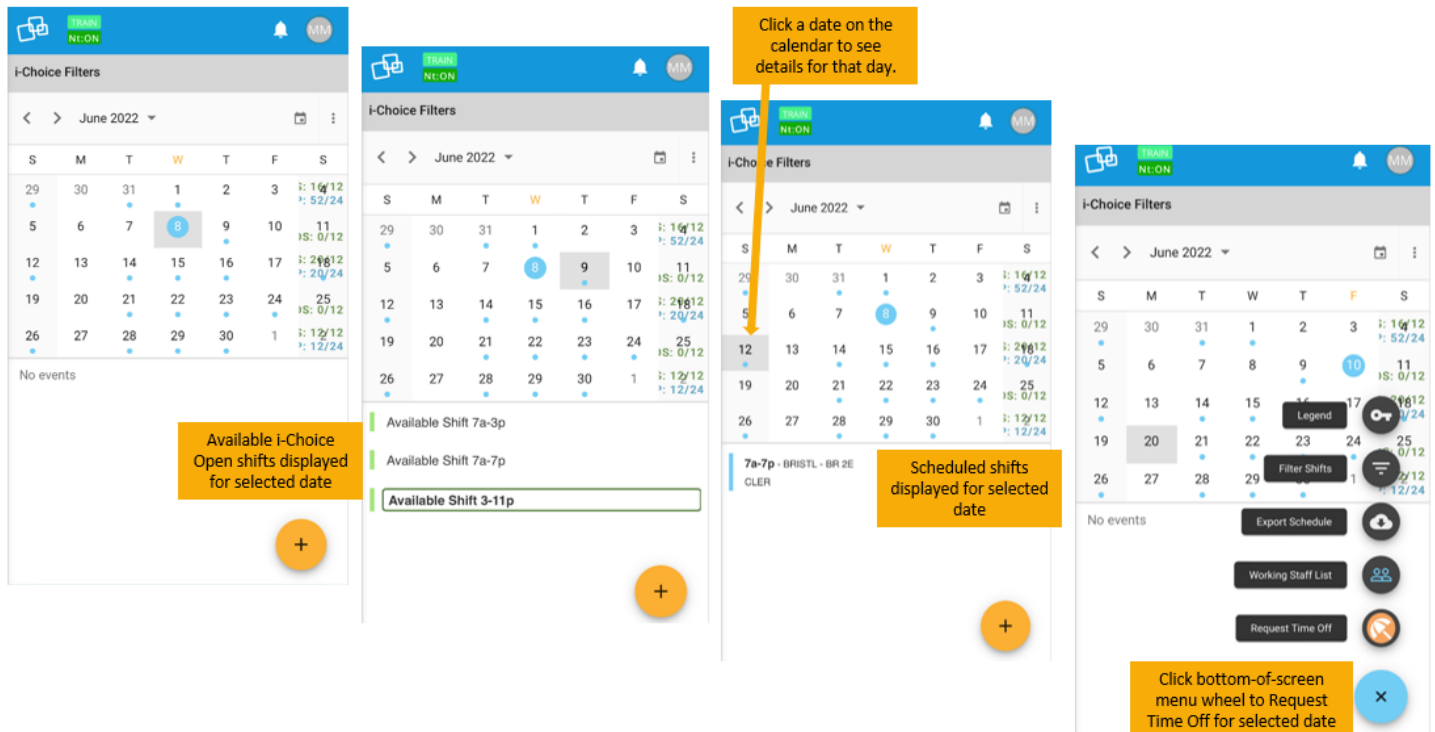
OS: 36/36

MENU CHANGES:



Using your phone? MOBILE DEVICE FEATURE UPDATES

Your phone is limited to the My Calendar display options that work well on the smaller screen. The 'Month Agenda' view will be displayed when you go to My Calendar using a mobile device. The 'Month Agenda' view displays details for the selected day below the calendar.

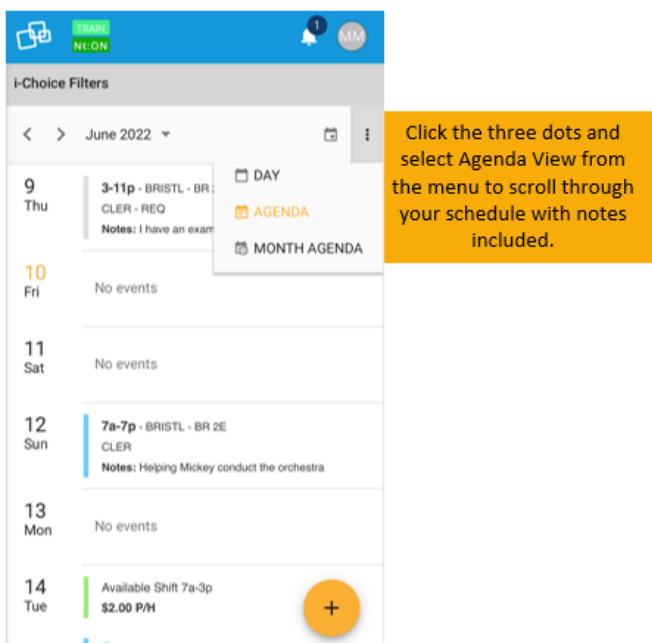


Available i-Choice Open shifts displayed for selected date

Click a date on the calendar to see details for that day.

Scheduled shifts displayed for selected date

Click bottom-of-screen menu wheel to Request Time Off for selected date



Click the three dots and select Agenda View from the menu to scroll through your schedule with notes included.

New Options! COMMUNICATION CENTER & REQUESTS

The old **Classic Notifications** are still available and can be used, but we think you'll find the new views much more modern and convenient to access!

New Menus Available:

1. **My Requests:** Click the drop-down arrow for the new "Requests" menu option and select "My Requests" to view and respond to trade requests (if available for your area) and to view the status of your time off requests
2. **Communication Center:** Provides the same notifications you have elected to receive instead of having to go to the Classic Notifications page.
3. **Profile (access by clicking name/initials) > Notification Settings:** New area to update your communication preferences

New! View schedule request status updates here

New! View communications here (replaces Classic Notifications)

New! Updated notification settings page! (Any previous settings from the Classic Notifications settings page will carry over to this page.)

New - My Requests:

Double-click anywhere on the row or click on the 'New' button to open a window on the right to accept or decline a coworker's trade request (if available for your unit).

NEW VIEW

Select Date or Schedule Period 📅

Requests (2)

Requested By	Request Type	Date(s) Requested	Date Submitted	Status	Notes	Updated By
CHRISTI BROOKS	TRD	CHRISTI BROOKS 04/24/2022 0800 - 1700 BHC - BHC LM	KATIE MILLER 04/28/2022 0800 - 1700 BHC - BHC LM	04/21/2022 0950	NEW >	CHRISTI BROOKS 04/21/2022 0950
KATIE MILLER	PTO	05/10/2022 0800 - 1700 BHC - BHC LM				

Click on 'NEW' (or double click anywhere on the row) to enter notes and Accept (or decline)

TRD
✕

CB Sys Mgr

KM Analyst

CHRISTI BROOKS KATIE MILLER

Analyst Analyst

Assignment Assignment

Regular Regular

Adjustment Adjustment

Notes

Notes ✎

Cancel
Decline
Accept

Requests are divided into tabs for easier viewing – open, expired, and processed.

New View

Select Date or Schedule Period 📅

MY REQUESTS

OPEN EXPIRED PROCESSED

Requests awaiting approval are listed on OPEN tab.

Requests (1)

Requested By	Request Type	Date(s) Requested	Date Submitted	Status	Notes	Updated By
CHRISTI BROOKS	PTO	05/02/2022 08:00 AM - 05:00 PM BHC - BHC LM	04/28/2022 04:43 PM	SUBMITTED >		CHRISTI BROOKS 04/28/2022 04:43 PM

New View

Select Date or Schedule Period 📅

MY REQUESTS

OPEN EXPIRED PROCESSED

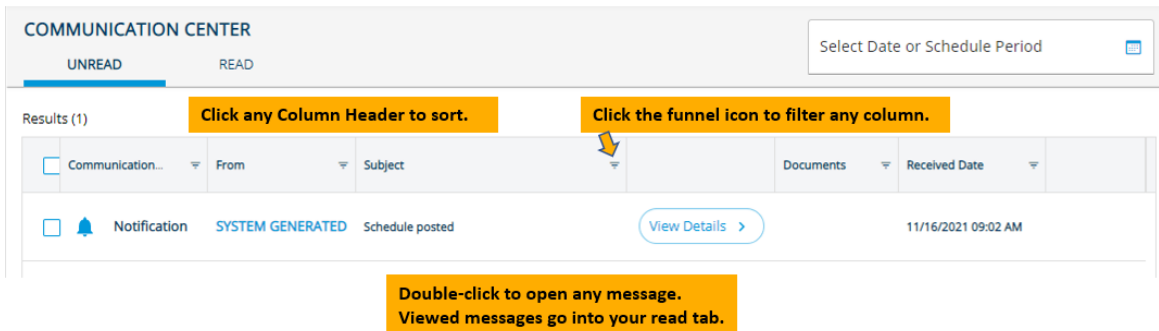
Approved or denied requests are listed on PROCESSED tab.

Requests (2)

Requested By	Request Type	Date(s) Requested	Date Submitted	Status	Notes	Updated By
CHRISTI BROOKS	PTO	05/02/2022 08:00 AM - 05:00 PM BHC - BHC LM	04/28/2022 04:43 PM	DENIED >	📄	DEBRA MCINTURFF 04/28/2022 04:59 PM
CHRISTI BROOKS	PTO	05/09/2022 08:00 AM - 05:00 PM BHC - BHC LM	04/28/2022 04:43 PM	APPROVED >		DEBRA MCINTURFF 04/28/2022 04:50 PM

New - Communication Center:

The communications you have already elected to receive can now be viewed in the new Communication Center. Double-click to open and view the details of any item.



COMMUNICATION CENTER Select Date or Schedule Period

UNREAD READ

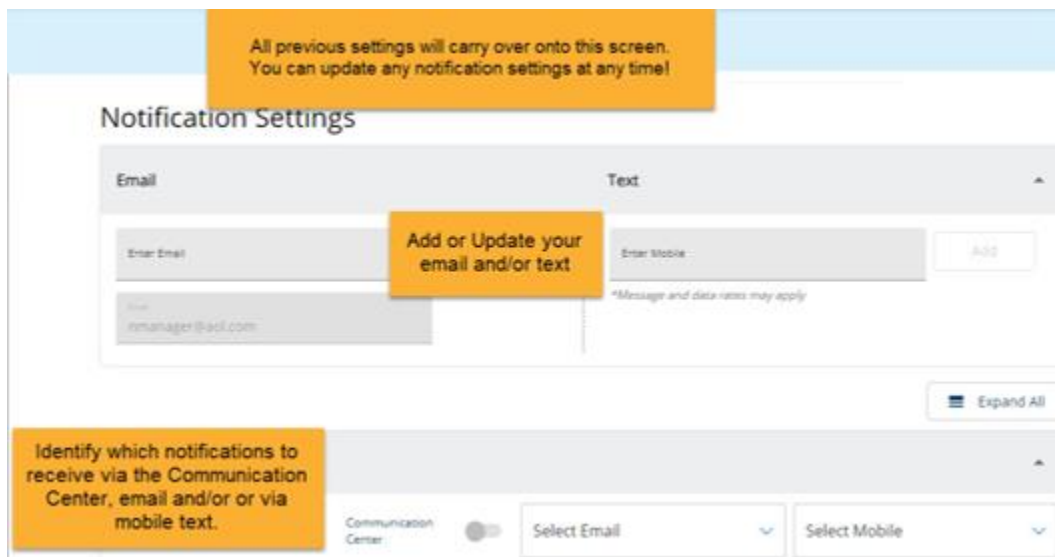
Results (1) **Click any Column Header to sort.** **Click the funnel icon to filter any column.**

Communication...	From	Subject		Documents	Received Date
<input type="checkbox"/>	Notification	SYSTEM GENERATED	Schedule posted	View Details >	11/16/2021 09:02 AM

Double-click to open any message. Viewed messages go into your read tab.

New – Notification Settings:

The notifications settings you have already elected will display here too. You may find this new Notification Settings page easier to update your desired notification preferences!



All previous settings will carry over onto this screen. You can update any notification settings at any time!

Notification Settings

Email **Text**

Enter Email: **Add or Update your email and/or text**

Enter Mobile:

*Message and data rates may apply

Identify which notifications to receive via the Communication Center, email and/or via mobile text.

Communication Center:

NEW MENU QUICK REFERENCE

Old Menu Item	New Menu Item
Help and Support	Profile (click Name/Initials) --> Support
Legend	Top of screen LEGEND button on My Calendar view
LOGOUT	Profile (click Name/initials) --> Log out
Menu automatically expanded with button to minimize	Must click Smart Square icon to expand menu
My Calendar	My Calendar
My Notifications	Two options: 1) Communications --> Classic Notifications 2) Requests --> My Requests and Communications --> Communication Center
My Notifications --> Change Settings Gear icon	Two Options: 1) Communications --> Classic Notifications --> Change Settings gear icon 2) Profile (click Name/Initials) --> Notification Settings
My Schedule menu (from Classic Smart Square top of screen menu)	My Schedule
Preferences --> Preferences	Profile (click Name/Initials) --> Preferences
Preferences --> Profile	Profile (click Name/Initials) --> Profile
Preferences --> Security --> Change Password	Profile (click Name/Initials) --> Profile --> Change Password
Self-Scheduling	Self-Scheduling
Tutorials	Profile (click Name/Initials) --> Tutorials